

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Company/Library Name]  
[Company/Library Address]  
[City, State, Zip Code]

Dear [Recipient's Name or "Customer Service"],

I hope this message finds you well.

I am writing to return the DVD titled "[DVD Title]" that I rented from [Company/Library Name] on [Rental Date]. Unfortunately, [brief reason for return, if applicable].

Please find the DVD enclosed in its original case. According to the rental policy, I am returning it by the specified due date.

Thank you for your attention to this matter. I appreciate your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]